

# Professional Development Grants - Policies & Guidelines

*The Winnipeg Foundation makes granting decisions based on an application's merit and does not discriminate on the basis of actual or perceived group characteristics as identified in the Manitoba Human Rights Code. Organizations applying for a grant from The Winnipeg Foundation must also adhere to the Manitoba Human Rights Code.*

The Winnipeg Foundation's Professional Development Grant program awards grants to charitable organizations for a broad range of customized and group professional learning opportunities aimed at strengthening leadership capacity.

## Grant Policies

- Only registered charities are eligible for grants from The Winnipeg Foundation's Professional Development grant program.
- Applicants who have not applied for a Community Grant from The Winnipeg Foundation in the last three years may be required to provide additional documentation.
- Organizations may apply for a Professional Development grant once per calendar year.
- Applying for a Professional Development Grant does not preclude an organization from applying for a Community Grant (One-Time, Multi-Year or Major Capital) or other Special Program grant in the same calendar year, but it must be for a different project.

## Grant Guidelines

- Grant awards are based on a professional and organizational growth plan for leadership development that is clear, measureable, and achievable.
- Applicants must demonstrate that their professional development proposal will bring real benefit to their organization's leadership, to others in their community, and their profession.
- A final narrative report and financial summary of actual revenues and expenses are required at the completion of the professional development activity.
- Grants are not made for professional development activities undertaken before the date for the Grants Committee decision.

## Types of Grants

1. **Conferences, short course/workshop grants: up to \$1,500**
  - Eligible costs are registration fees, and travel and accommodation (if required).
2. **Advanced Management Training: up to \$3,000**
  - This includes tuition fees for courses related to enhancing management skills in the not-for-profit sector offered at an accredited learning institute; i.e., college, university, continuing education, etc.

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- Consideration will also be given to learning opportunities on leadership in the not-for-profit sector that are culturally appropriate and community-based.
- Consultation with the Director of Community Grants or with a Community Grants Associate is required before submitting an application.

### 3. **Management Mentorships:**

- Individual mentor – (one-on-one support from a consultant or peer mentor for executive directors or senior managers; time limited basis) – up to \$4,000
- Group mentorship (a group of cohorts or organizations who commit to growing together as leaders under the guidance of a mentor) – up to \$8,000
- Job shadowing – (where the specific nature of the executive director’s work requires special knowledge transfer) – up to \$10,000
- Consultation with the Director of Community Grants or with a Community Grants Associate is required before submitting an application.

A final narrative report and financial summary of actual revenues and expenses are required at the completion of the professional development activity.

Grants are not made for professional development activities undertaken before the date of the Grants Committee decision.

## **How to Apply**

Application is online and accepted on a continuous basis. Please apply three or four weeks before the professional development opportunity. Consultation with the Director of Community Grants is required for Advanced Management Training and Management Mentorship grants.

Please visit [wpgfdn.org](http://wpgfdn.org) for further details.

